

## **C. SPECIFICATIONS & REQUIREMENTS**

### **C.1. General Purpose**

The intent of this Request for Proposal (RFP) is to solicit proposals to provide Oklahoma school districts with career-readiness assessments and assessment-based credentials to measure and document foundational workplace skills for a wide range of jobs or professions.

- C.1.1. Public school districts may select from the approved list and provide students an opportunity to participate in the career-readiness assessment at no cost to students.**
- C.1.2. It is the responsibility of the supplier to be cognizant of all state and federal statutes, rules, and regulations pertaining to the assessment program, regardless of whether they are referenced in this RFP.**

### **C.2. General Requirements**

The proposal shall include a standardized, criterion-referenced measure of broadly relevant foundational workplace skills as well as an overview of administration procedures, such as the dates available for administration, testing locations (e.g., schools or other sites), and provide the mode of test administration or delivery in both online and paper/pencil formats.

### **C.3. Technical Requirements**

The proposal shall provide a detailed description of the skills measured by the assessment(s), including but not limited to:

- C.3.1. People skills (e.g., teamwork, communication- appropriate language, leadership collaboration);**
- C.3.2. Workplace skills (e.g., planning/organizing, problem-solving, graphic literacy, business fundamentals, customer focus, working with documents/tools/technology);**
- C.3.3. Personal skills (e.g., integrity, initiative, dependability/reliability-arrive on time, adaptability, professionalism- appropriate attire); and**
- C.3.4. Applied Knowledge (e.g., reading, writing, applied mathematics, science, technology, critical thinking, technical skills, and technical skills).**

### **C.4. Research and Validity Studies**

Research studies or other evidence that the assessment is a valid and reliable indicator of career readiness and/or provides valuable information to business and/or industry suitable for use among Oklahoma high school students. At a minimum, the research or validity studies must:

- C.4.1. Align with research-based skill requirement profiles for specific industries and occupations;**
- C.4.2. Evaluate construct validity and any claims made regarding participant performance; and**
- C.4.3. Lead to nationally recognized work-readiness certificates or credentials for students who meet the minimum proficiency requirements on the component assessment(s).**

### **C.5. State & District Reporting**

- C.5.1. Types and frequency of score reports available to students, and/or summary scoring data available to schools, districts, and the State of Oklahoma, including disaggregation by student groups.**

### **C.6. Test Accommodations**

- C.6.1. The supplier shall provide accessibility features and special accommodations compliant with the following design principles:**
  - C.6.1.1. Program or web-based content must be compliant with Sections 504 and 508 of the Rehabilitation Act of 1973 as amended in 1998 (29 U.S.C. 794(d)) and the United States Access Board Standards for Electronic and Information Technology (EIT);**
  - C.6.1.2. The Accessible Portable Item Protocol (APIP) Standard and the IMS Access for All Personal Needs and Preferences (AFA PNP) v2.0 Specification;**

**C.6.1.3. Web Content Accessibility Guidelines 2.0 that provides a wider range of recommendations to support people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity, and combinations of these; and**

**C.6.1.4. Accessibility for all students including but not limited to color overlay, line reader, highlighter, answer eliminator, increased font size, reverse contrast, foreground and background color, text-to-speech for directions, and vector scalability**

**C.7. Minimum Required Experience**

**C.7.1. The proposal must include a list of current state or agency assessment contracts including a summary of scope and the time period the contract is in effect. The supplier must submit documentation demonstrating previous successful experience with at least three such programs, and specify any experience in Oklahoma. To substantiate the supplier's successful completion of similar programs, appropriate contact names, current telephone numbers, and e-mail addresses must be included in the proposal.**

**C.8. Planning and Management Meetings**

**C.8.1. The Supplier shall propose a plan for an initiation meeting and subsequent status meetings between the Supplier and STATE staff as needed. These may include conference calls or WebEx. Prior to the meetings, the Supplier will submit an open action item report that, at a minimum, indicates the responsible party, the issue, the status or action required, and completion date. The Supplier will summarize the meetings within two days. The proposal will describe the planned documentation of the meetings.**

**C.8.1.1. The supplier should plan on sole responsibility for the meeting arrangements including meeting space. The Supplier shall be responsible for the logistics, facilities, and travel costs of their staff and required subcontractors' staff for all meetings. The Supplier shall be responsible for travel costs for relevant STATE staff for all management meetings and oversight activities. If needed, electronic participation will be arranged by the Supplier for any staff member unable to travel to these meetings. The Supplier will produce summaries of these meetings and subsequent action items; these are to be provided to the STATE within seven business days.**